

## National Certificate: Management: Stores and Warehousing

SAQA ID:83946 (120 CREDITS) FULL

### Purpose and Rationale

As a qualification that covers management, it provides a framework for learners to develop competencies that will enable them to become competent junior managers. Management is an essential, key function of a business. The National Certificate in Management: Level 3 is designed to meet the needs of learners who require junior management skills in all sectors of the economy.

Junior management positions in organizations include, but are not limited to team leaders, supervisors, first line managers and section heads. The position or term, "junior manager" is used to describe the first level of management in an organisation at which an employee has other employees reporting to him/her.

### Learning assumed to be in place

It is assumed that learners are competent in Communication and Mathematical Literacy at NQF level 2

### Modules / Clusters Covered

#### Module 1 – Communication

- 8968: Accommodate audience and context needs in oral communication
- 8969: Interpret and use information from texts
- 8973: Use language and communication in occupational learning programmes
- 8970: Write texts for a range of communicative contexts
- 12469: Read and respond to a range of text types
- 12470: Write for a variety of different purposes

#### Module 2 – Numeracy

- 9010: Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
- 9013: Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
- 9012: Investigate life and work related problems using data and probabilities
- 7456: Use mathematics to investigate and monitor the financial aspects of personal, business and national issues

#### Module 3 – Business Sector

- 14667: Describe and apply the management functions of an organization
- 14665: Interpret current affairs related to a specific business sector
- 13919: Investigate and explain the structure of a selected workplace or organization
- 13918: Manage time and the work process in a business environment

#### Module 4 – Team Management

- 13916: Identify and keep the records that a team manager is responsible for keeping
- 13917: Indicate the role of a team leader ensuring that a team meets an organisation's standards
- 13911: Induct a new member into a team
- 13947: Motivate a team

#### Module 5 – Work Environment

- 13915: Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace
- 13914: Conduct a formal meeting
- 13912: Apply knowledge of self and team in order to develop a plan to enhance team performance

#### Module 6 – Stores and Warehousing

- 377384: Describe the use of stores and warehousing in operations
- 377385: Explain the role of materials handling in the warehouse
- 8600: Care for Customers

#### Module 7 – Purchasing and Stocktaking

- 377362: Discuss the role of stocktaking in ensuring inventory accuracy
- 378013: Describe the functions of the purchasing cycle

#### Module 8 – Additional Optional Module/s Computers

- 7567: Produce and use spreadsheets for business
- 7575: Produce presentation documents for business
- 7570: Produce word processing documents for business

#### Module 9– Additional Optional Module/s Security Supervision

- 11502: Effecting a lawful citizen's arrest
- 11496: Ensure asset protection through access and egress control
- 11497: Protection of premises and assets under all conditions
- 11500: Receive, report and react to customer complaints within a security environment
- 11499: Safe and secure escorting of valuables, people and suspects